Growth through Agriculture (GTA) Program

How to Apply for a Category I: Project Grant/ Loan

December 21, 2011

Goal

- To help you determine whether a project would be a good fit for GTA funding
- To provide tips and tools to fill out a complete GTA application

Program Overview

- State funded program
- Established to strengthen & diversify Montana's agricultural industry - through the development of new agricultural products and processes

Two types of funding available:

Category I: Economic Development Projects

- Grants up to $50,000
- Loans up to $100,000

Next deadline: 1/31/12

Category II: Mini Grant Projects

- Generally limited to $1,000
- Maximum of $2,500

Deadline: No deadline as long as funding available

Should I Apply For a GTA Category I: Economic Development Project?

Is the project primarily going to add value to Montana's agricultural products and have the prospects to create and/or retain jobs?

Who is eligible to apply?

- Businesses
- Individuals
- Public and Private Agencies/Organizations
- Educational Institutions
- Local Governments

If your project is a good fit, here are some things to do before you apply:

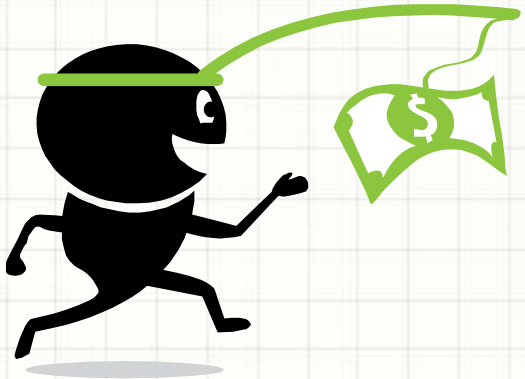
1. Contact your local economic development organization
2. Contact GTA program staff to discuss project
3. Complete draft application online by 1/6/12

Contact Your Local Economic Development Organization, SBDC, Food & Agricultural Development Center and/or Legal Counsel Regarding:

- Business Planning
- Financial Planning Assistance
- Access and information about other grant and loan funding opportunities
- Regulatory issues associated with your business and/or project
- Worker's Compensation Insurance Needed
- Business Structure – Incorporated?
  - Registered with Secretary of State?

As part of your business planning activities, be sure to:

- Identify activities to be completed
- Determine Scope of Work
- Develop the Cost Estimates
- Identify Sources of Matching Funds



Matching Funds:

- $1 for $1 (100%) match is required
- Potential Sources:
  - Private match from business entities
  - Loans from Bank/Local Economic Development Organization
  - Commodity Check-off Funds
  - Federal (USDA-RD, EDA)
  - Project costs may include other state programs (Ex. BSTF, WTG), however, these wouldn't count towards $1 for $1 match requirement

Before You Contact GTA Program Staff:

- Read GTA program background available at:
  http://agr.mt.gov/business/pdf/GTAbackground.pdf
- Contact GTA staff to discuss proposed application
- If you decide to apply – go to GTA website and follow the instructions for a new application

Filling Out the Application

Steps for a GTA Application:

- Go to GTA website: http://agr.mt.gov/business/GTA.asp
- Click on “New Applications” under Program Tools
- Read through “Steps for a GTA Application”

Steps for a GTA Application:

- Click on link to: www.fundingmt.org
- Register Online
- Register with Montana Secretary of State
- Prepare Financial Statements
- Mail or Fax

  Credit Check Release

  Form
- Submit Online Application

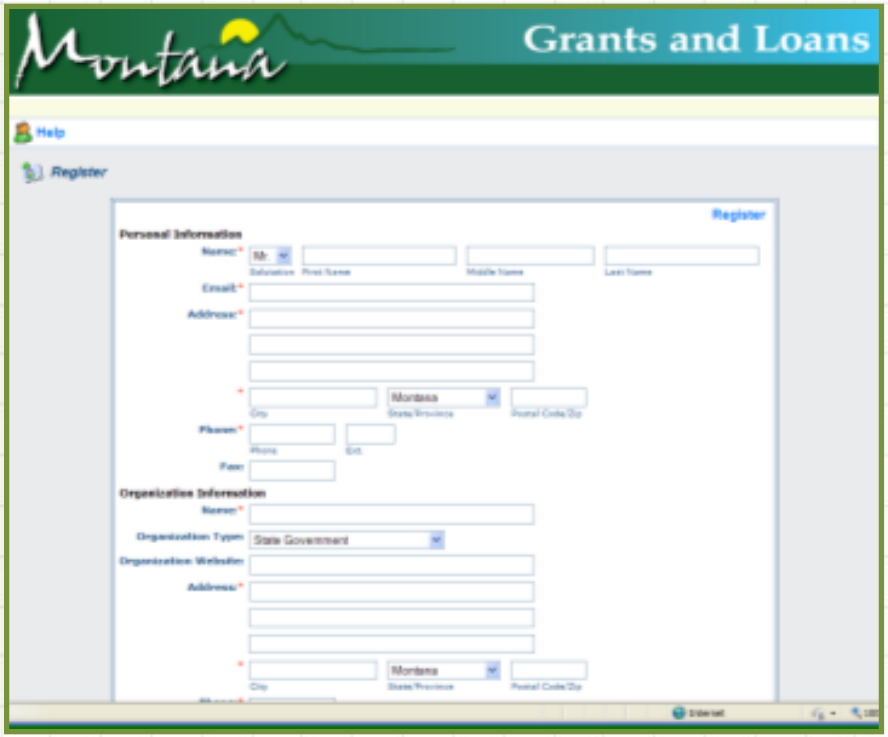
Register Online

- Go to: www.fundingmt.org

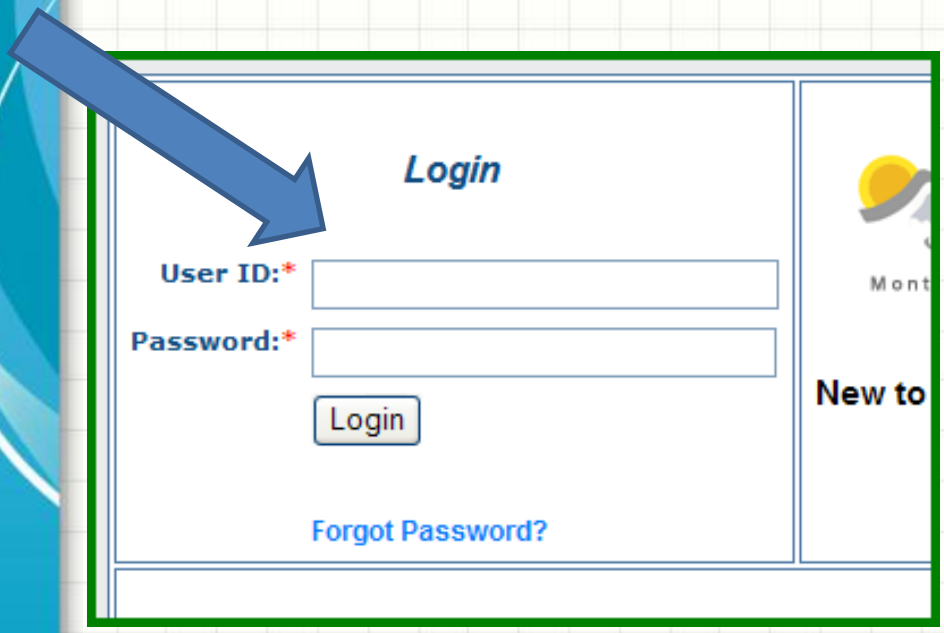
Click on Registration Link

Fill Out Registration Page

- Enter business names exactly as they appear on the Secretary of State's website
- If using an assumed business name, enter full legal name and then assumed business name under the Organization.
  - (ex. Mary Smith dba Mary's Farm)
- Once your registration is approved, your user name and password will be emailed to you
- NOTE: registration approval may take 1-2 days



Log In



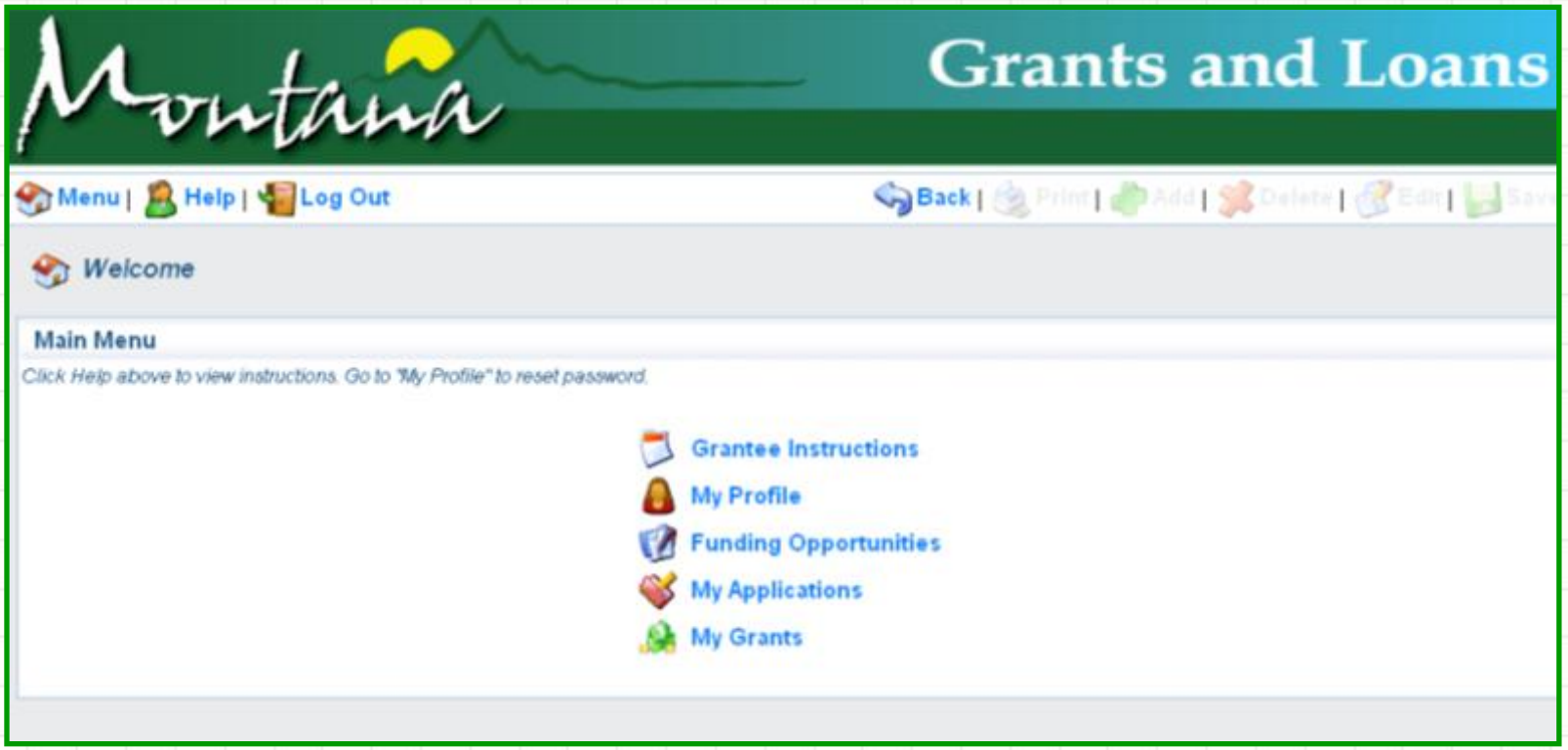
- To Login

  Enter User ID and password sent via email from webgrants@fundingmt.org and click “Login”

- Check junk email folders and spam filters for emails if not received

Main Menu

- Navigation –
  - Menu, Back, Print, +Add, xDelete, Edit, Save
- Mark as Complete, Submit

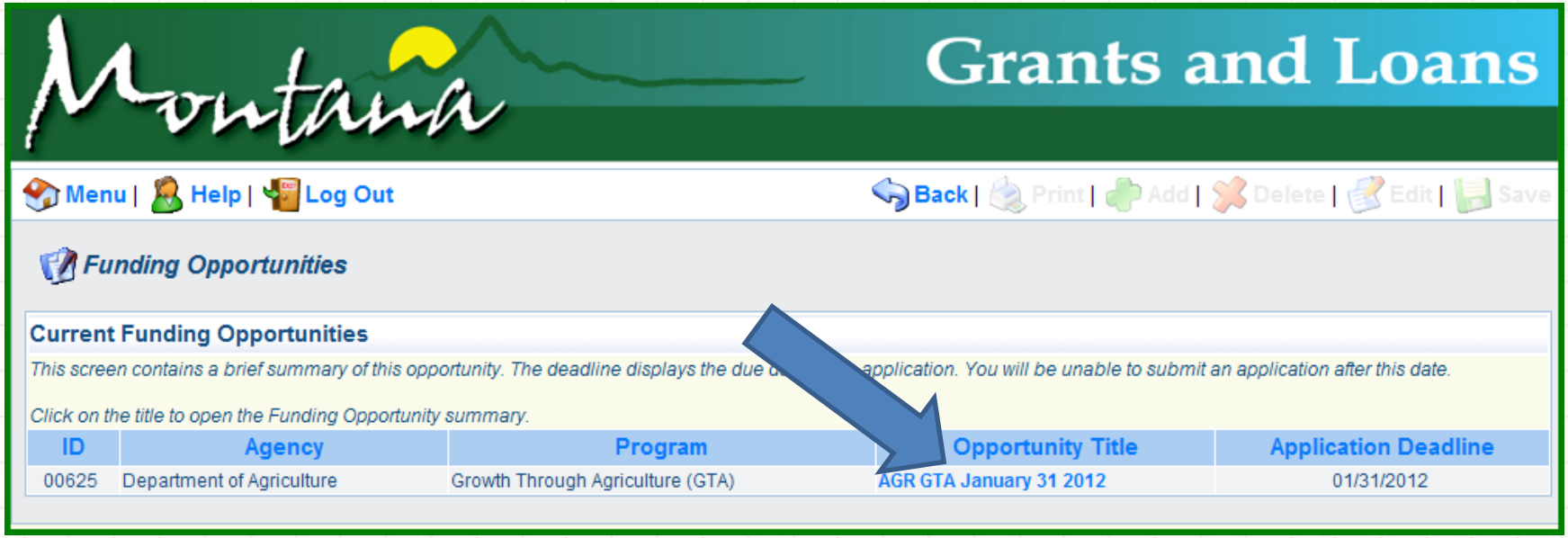


Main Menu

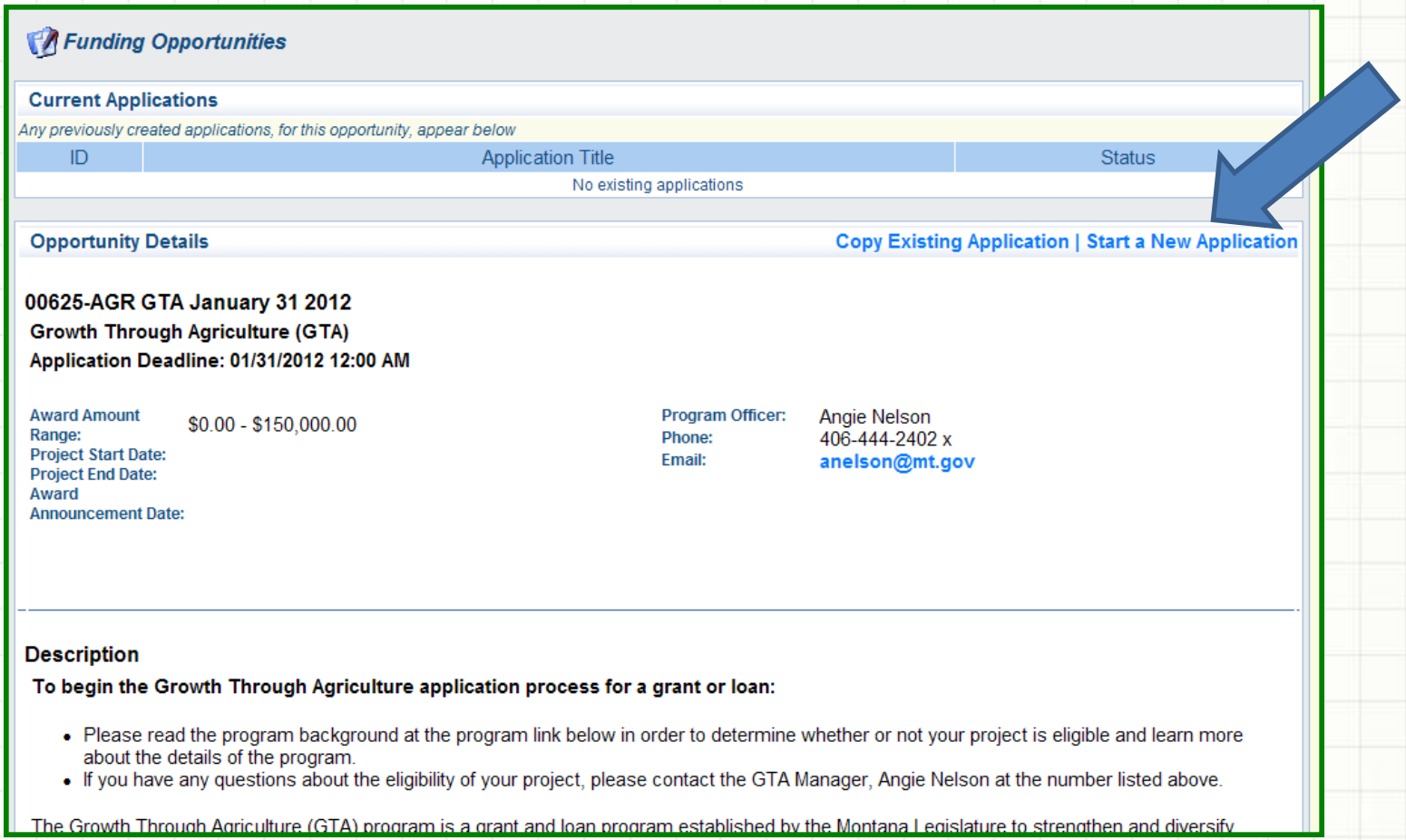
- Click on “Funding Opportunities”

Funding Opportunities

- Select the current funding opportunity: "AGR GTA January 31 2012"
- If applying for a Mini-Grant, select the "GTA Mini-Grant" Program Opportunity Title

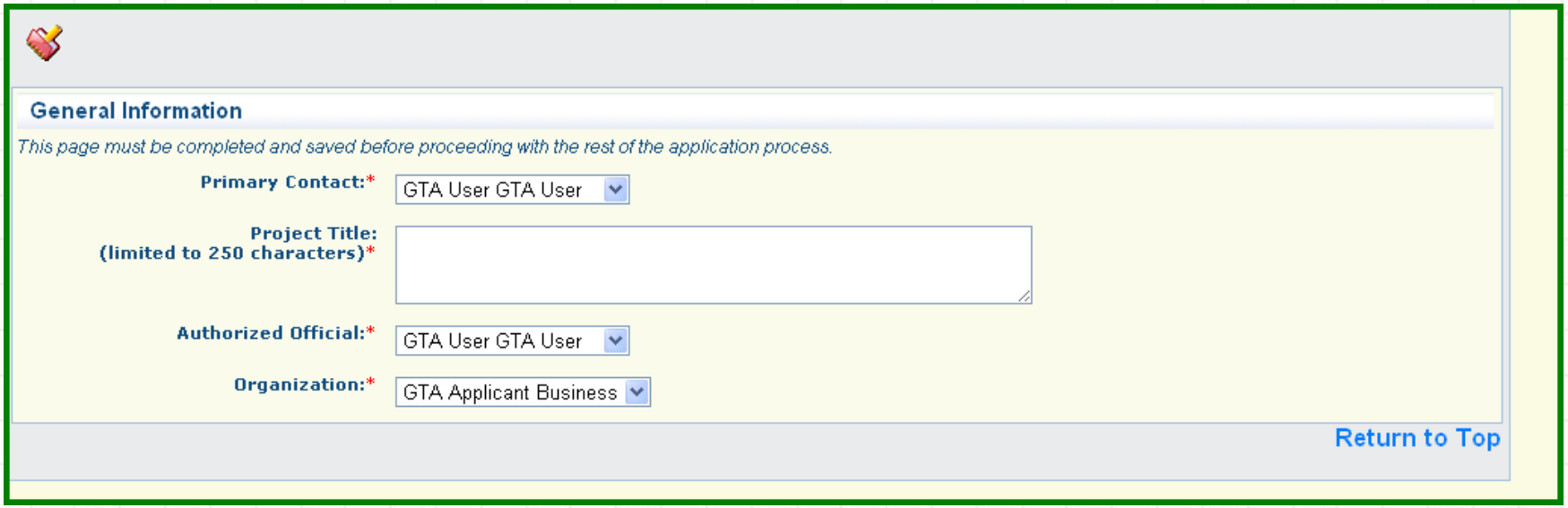


- Review Funding Opportunity Details
- Select “Start a New Application”



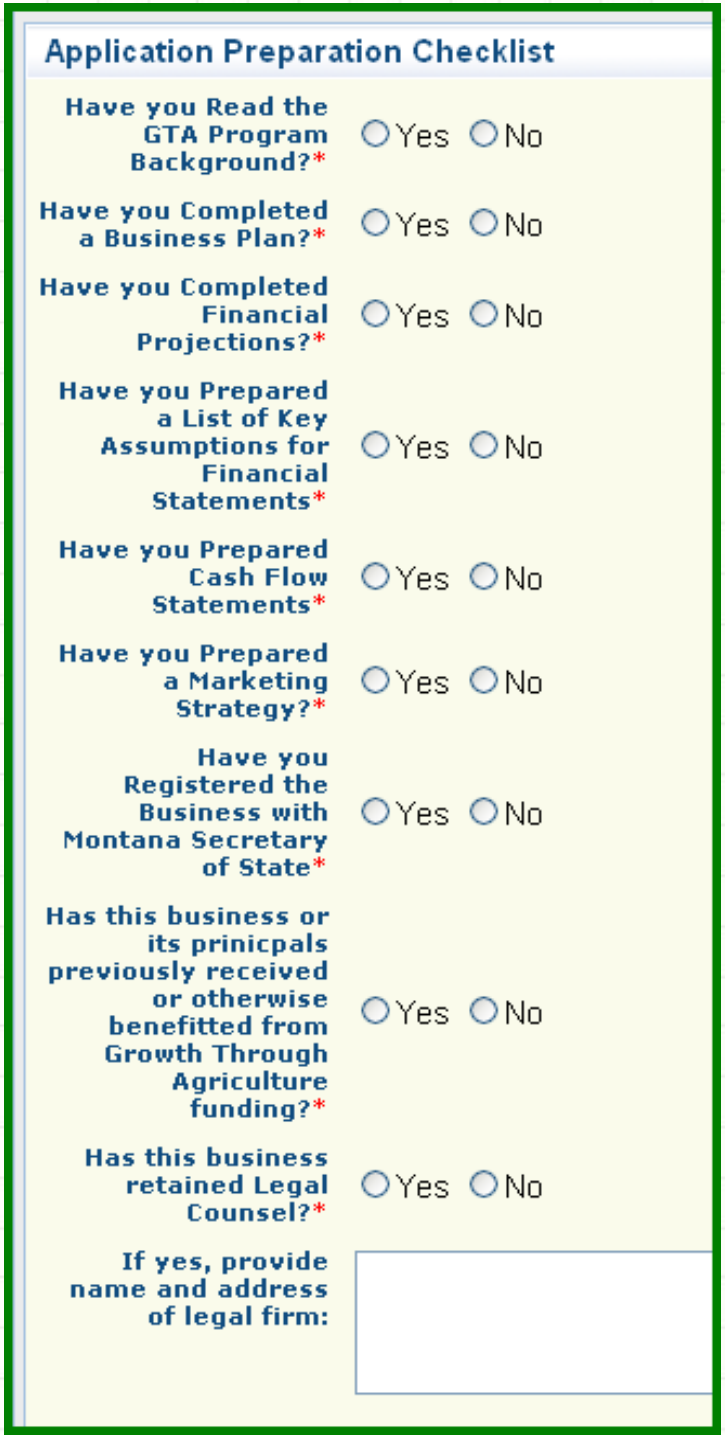
General Information Form

- Select Primary Contact from drop down box
- Enter Brief, Descriptive Project Title
  - Ex. “Acme Corporation Expansion and Equipment Purchases”
  - Include what you are requesting funds for – marketing, equipment, etc.
- Select “Authorized Official” – if not provided in drop down menu, register this person or contact staff to have this person built
- Select appropriate Organization



Application Preparation Checklist

- Complete checklist
- Contact GTA program staff to discuss if you answer “no” to any of the questions



Application Preparation Checklist

Have you Read the GTA Program Background?*	Yes No
Have you Completed a Business Plan?*	Yes No
Have you Completed Financial Projections?*	Yes No
Have you Prepared a List of Key Assumptions for Financial Statements*	Yes No
Have you Prepared Cash Flow Statements*	Yes No
Have you Prepared a Marketing Strategy?*	Yes No
Have you Registered the Business with Montana Secretary of State*	Yes No
Has this business or its prinicpals previously received or otherwise benefitted from Growth Through Agriculture funding?*	Yes No
Has this business retained Legal Counsel?*	Yes No
If yes, provide name and address of legal firm:	

Application Preparation Checklist (Continued)

- Technical Assistance / Regulatory Issues
- Personal Guarantee
- Credit Check Release

Examples include: Small Business Development Center, Food & Agricultural Development Center, Local Economic Development Organization, County Sanitarian, Department of Environ Livestock, etc.

What organizations have you contacted for technical assistance regarding possible regulatory/business planning issues related to this project?*

1000 characters max.

*If you checked no to any of these items or have any questions related to these questions, please contact your local Small Business Development Center: **www.sbdc.mt.gov** Food and Agricultural Development Center: **www.agr.mt.gov/foodandag** or Growth Through Agriculture staff at (406) 444-2402 to discuss.*

Enter the name and address of the individual that will personally guarantee the contract. If no personal guarantee will be provided, provide a description of the collateral that will be used to applicant is a public educational institution or governmental entity, enter "N/A" in these fields)

Personal Guarantee:*

Address:*

City, State Zip Code*

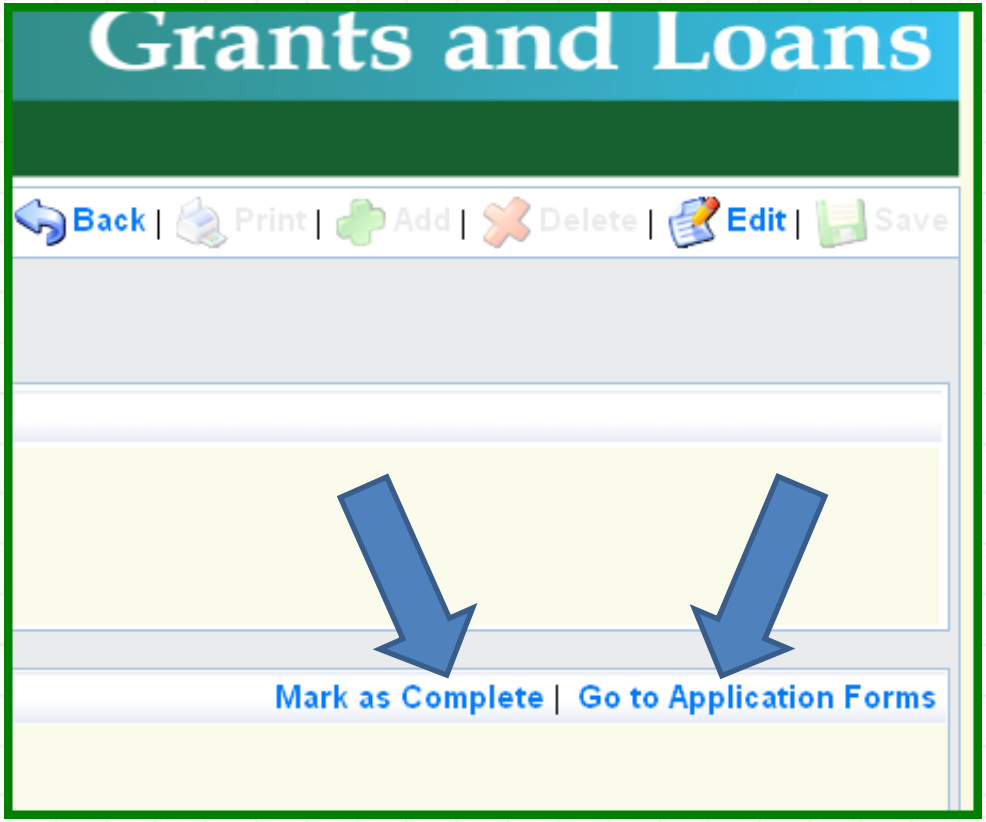
City | State | Zip Code

*Submission of a Credit Check Release is required for your organization and its principals. The Credit Check Release form may be found at: **http://agr.mt.gov/business/GTAAppInfo.asp** . fax by the application deadline to the contact information provided on the form. All applications except those from an educational or governmental entity must include a Credit Check Rele submitted the Credit Check Release form will not be accepted.*

I understand and will comply with this requirement:*

- Click “Save” to continue
- You will lose all data if you leave the page without saving
- Cannot Save unless all required fields marked with red asterisk (*) are completed

- To continue to next form, select either:
  - Mark as Complete, or
  - Go to Application Forms



Application Forms

- Click on blue application form names
- Complete each form
- Keep track of forms marked as complete
- Preview, Submit

Instructions

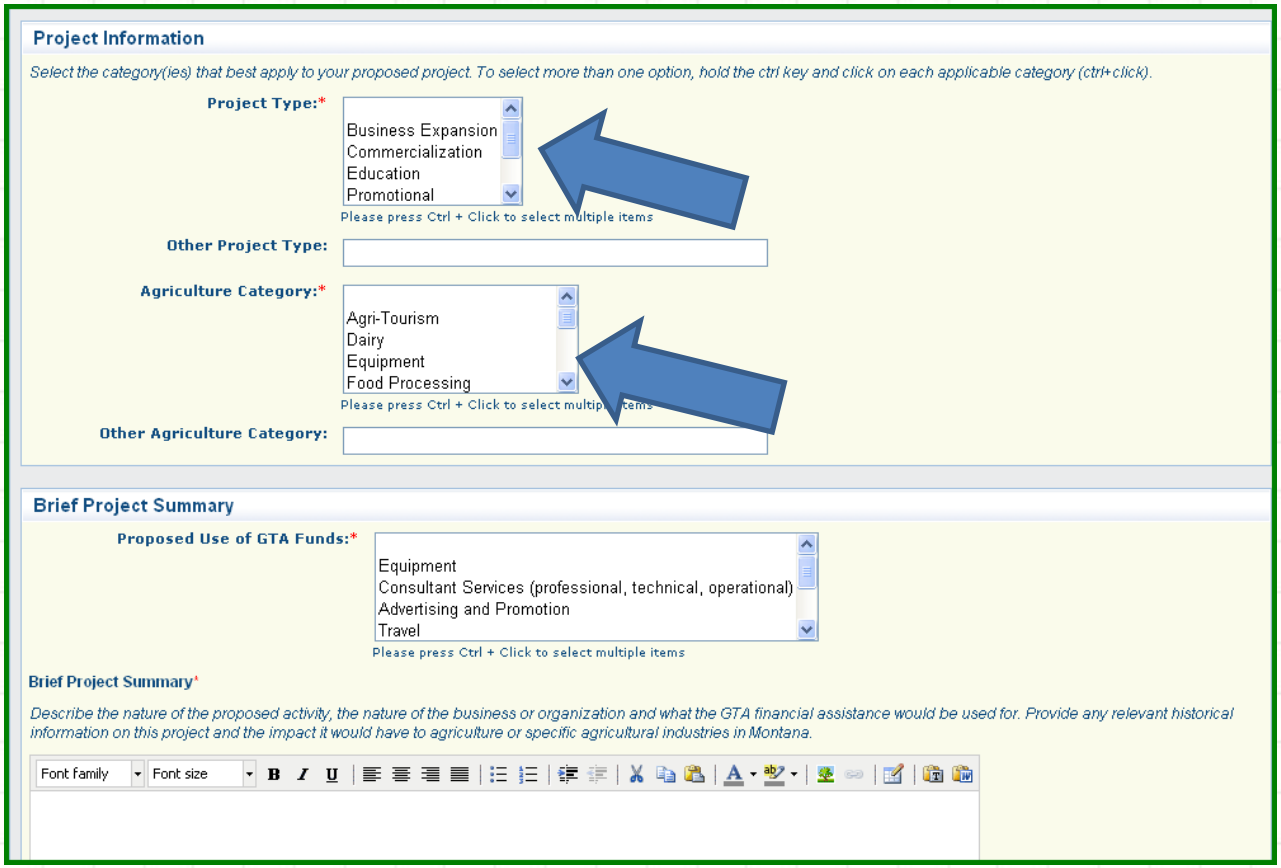
ONCE YOU ARE DONE WITH ALL SECTIONS OF YOUR APPLICATION, CLICK SUBMIT TO SUBMIT YOUR APPLICATION

Application Forms — Preview | Submit

Form Name	Complete?	Last Edited
General Information	✓	12/19/2011
Application Preparation Checklist	✓	12/19/2011
Brief Project Summary		
Montana Commodities		
Project Impacts		
Business Information		
Key Personnel		
Objectives		12/20/2011
Budget		12/20/2011
Sources and Uses of Funds		12/20/2011
Financial Attachments		
Attachments		
Application Certification		

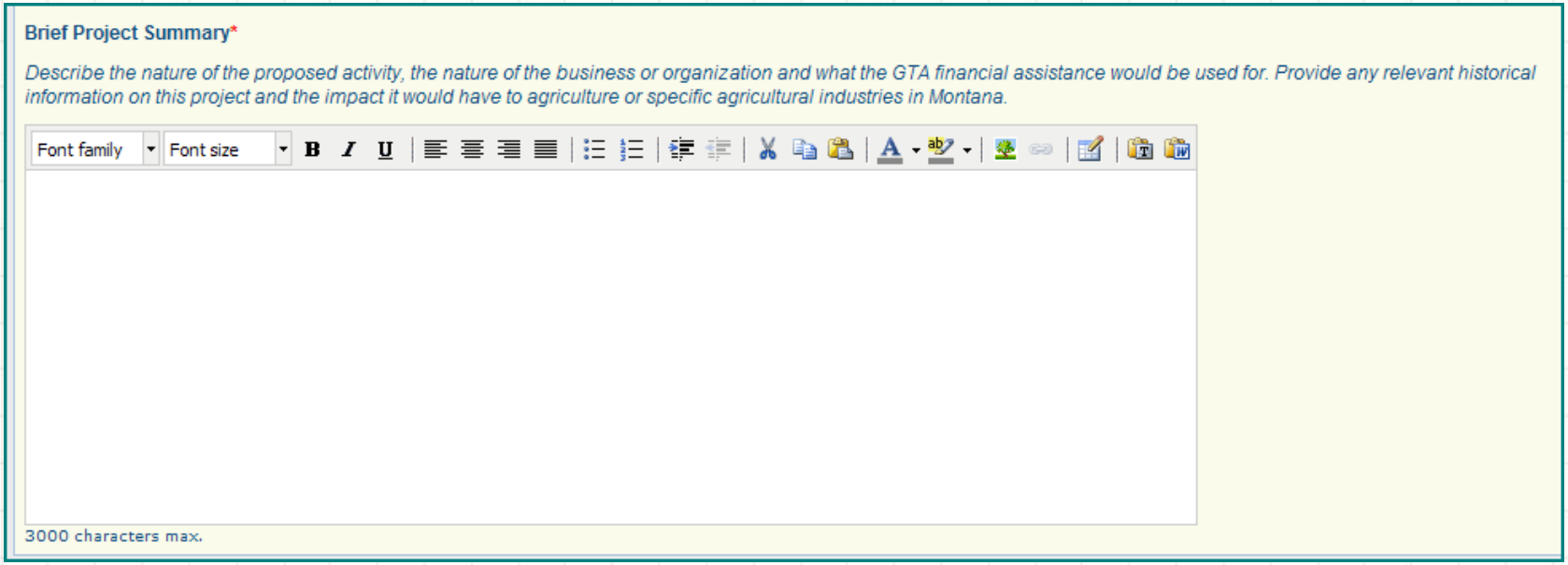
Brief Project Summary Form

- Select Project Type & Agricultural Category
- Hold Ctrl key and click to select multiple items



Brief Project Summary Form (continued)

- Proposed Use of GTA Funds – can select more than one
- Brief Project Summary



Brief Project Summary

- Should be brief
- 3000 character limit
- Describe the request in the first 2 sentences, who is applying, how much, proposed activity and why
- Once saved, you will see 2 additional fields
- Amounts will auto-fill from budget form

Example – A good first sentence

Mary's Innovative Bakery, LLC is requesting $30,000 to purchase equipment necessary to expand its current product line from muffins to cakes make with Montana-grown whole grains and pulse crops to meet increasing regional and national demand for their products.

Who

How Much

What

Ag Impact

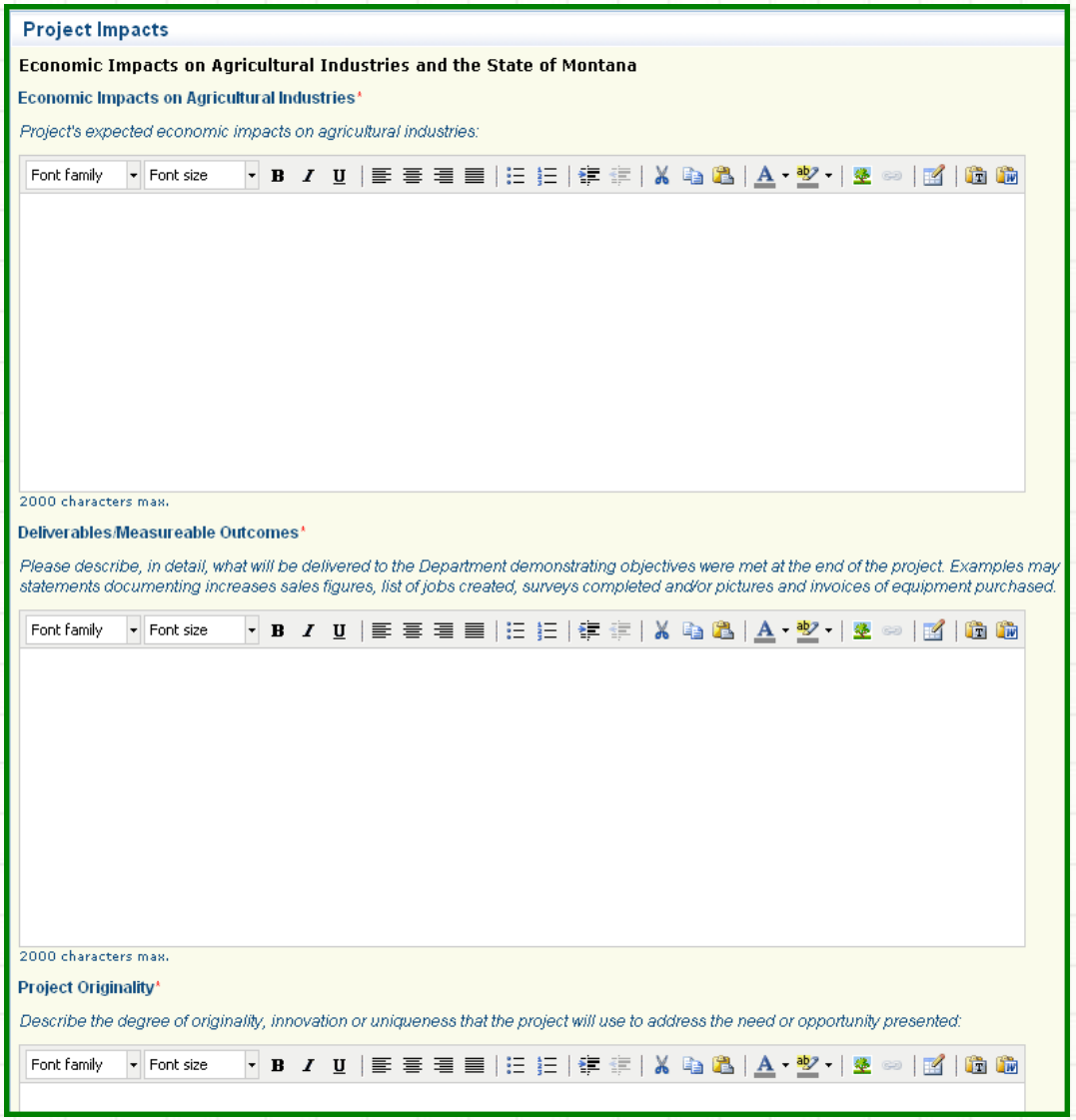
Why

Montana Commodities Form

- Enter current annual volume and value of Montana-grown or raised commodities utilized by your business
- 5-year Projections
- Note character limitations

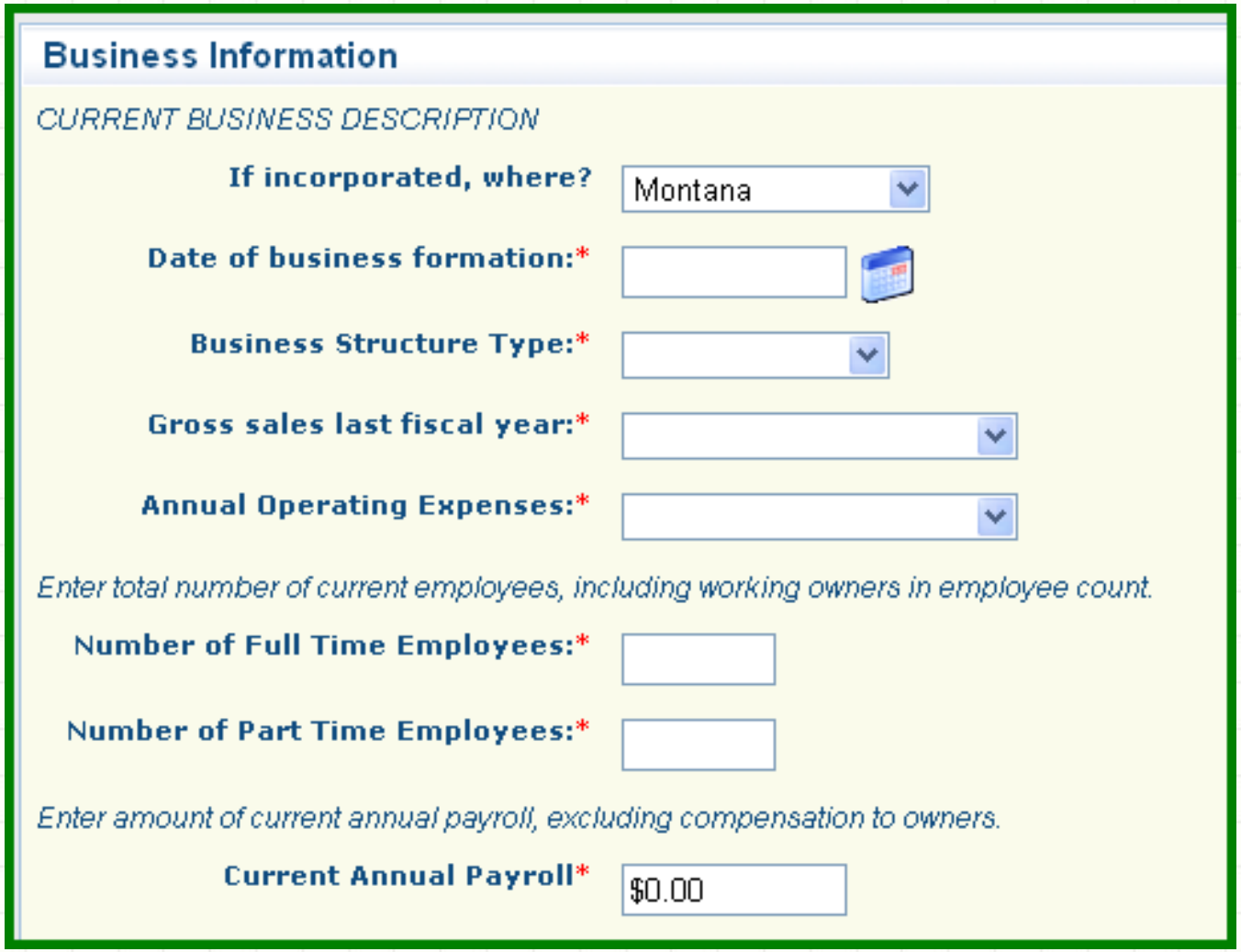
Project Impacts Form

- Economic and Agricultural Impacts
- Deliverables/ Measurable Outcomes
- Originality of Project
- 2000 character max.



Business Information Form

- Current Business Description



Business Information Form (continued)

- Anticipated 2 Year Financial Results of the Project

ANTICIPATED FINANCIAL RESULTS OF THE PROJECT WITHIN THE NEXT 2 YEARS. (Pull financial amounts from your financial statements attachment.)

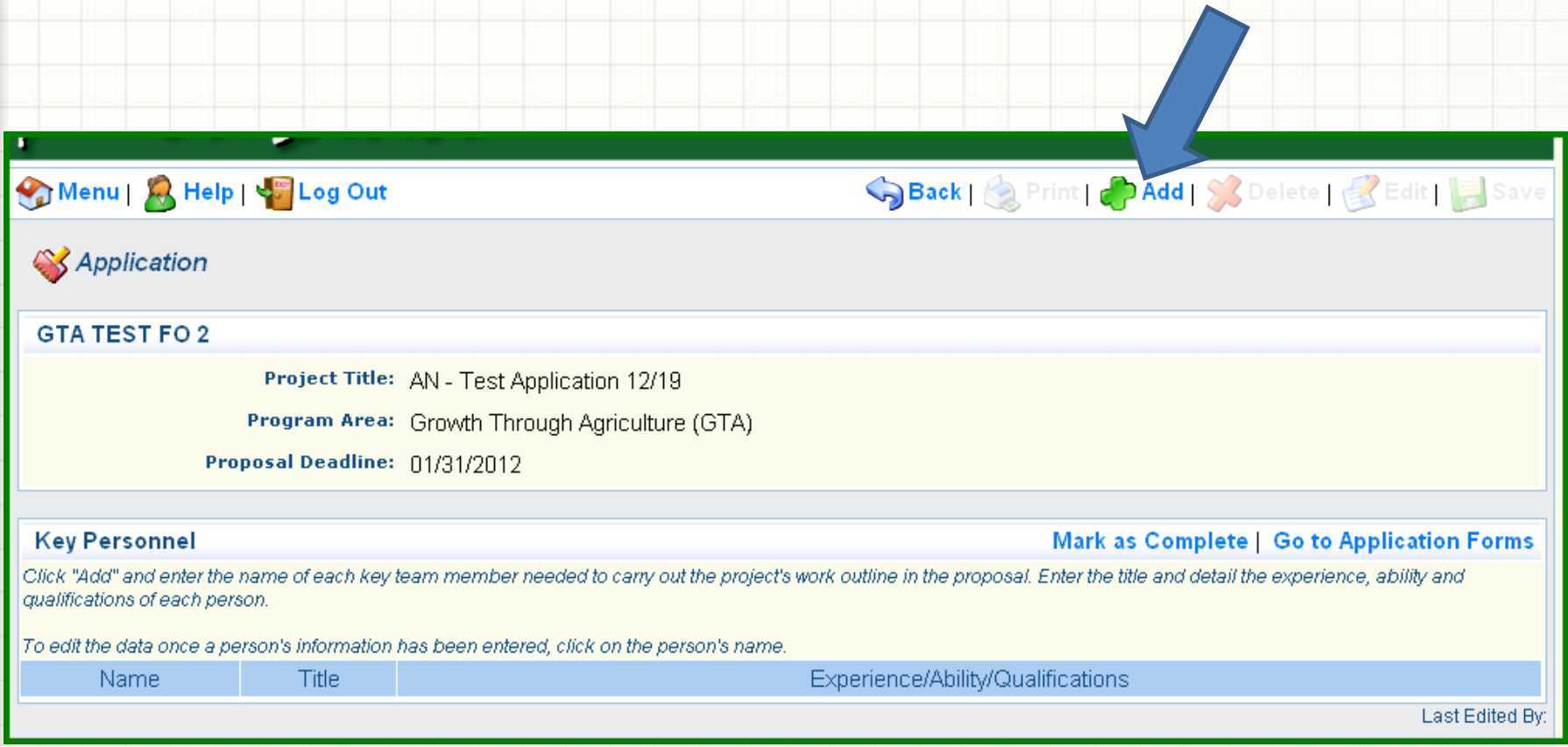
Increase in Gross Annual Sales:*	$0.00
Increase in Capital Investments:*	$0.00
Increase in Annual Operating Expenses:*	$0.00
Increase in Number of Full Time Employees:*	
Increase in Number of Part Time Employees:*	

Enter amount of estimated total payroll of new jobs to be created.

Projected Annual Payroll*	$0.00

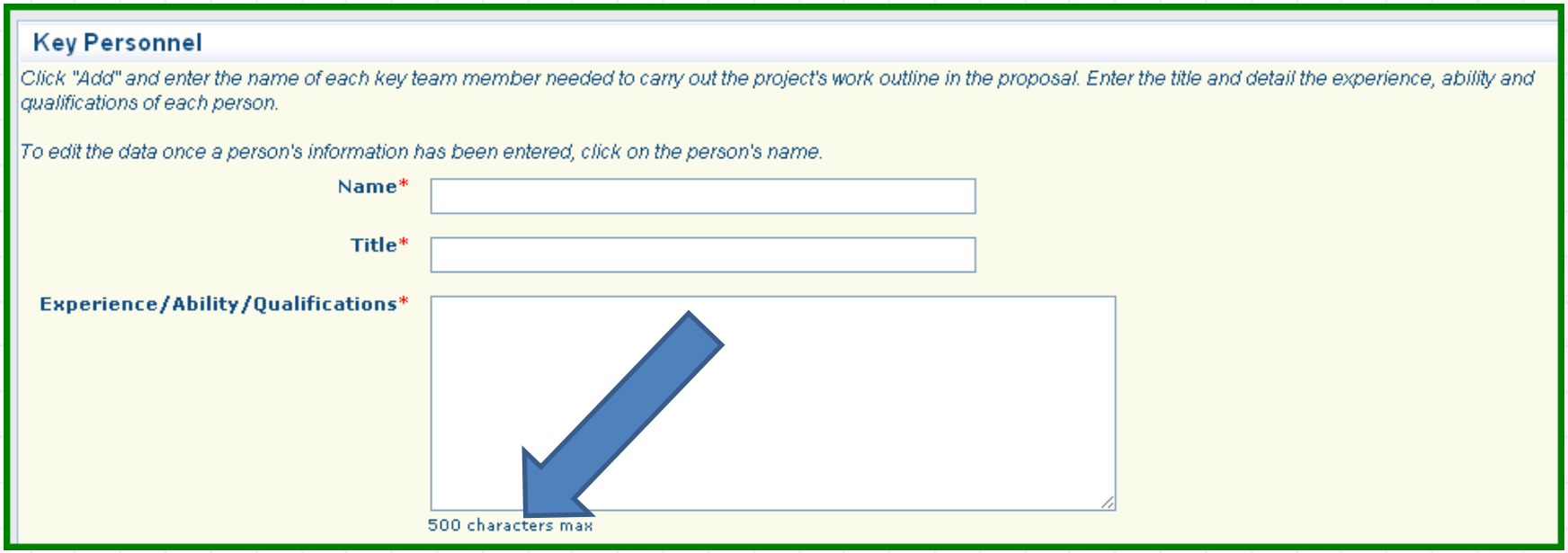
Key Personnel Form

- Click “+Add” for data entry form to appear



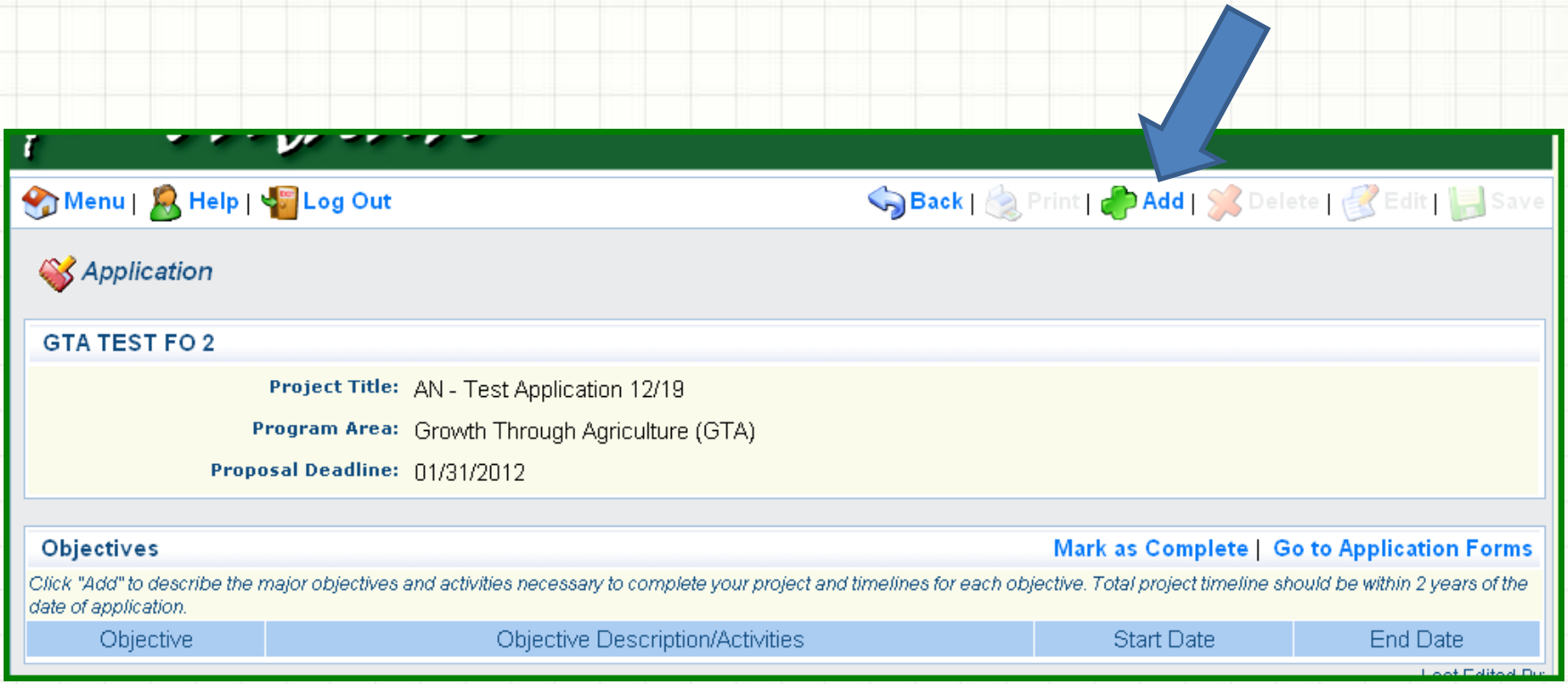
Key Personnel (continued)

- Enter name, title and information
- Note character limit
- To add additional personnel, keep selecting “+Add” and entering information for each person



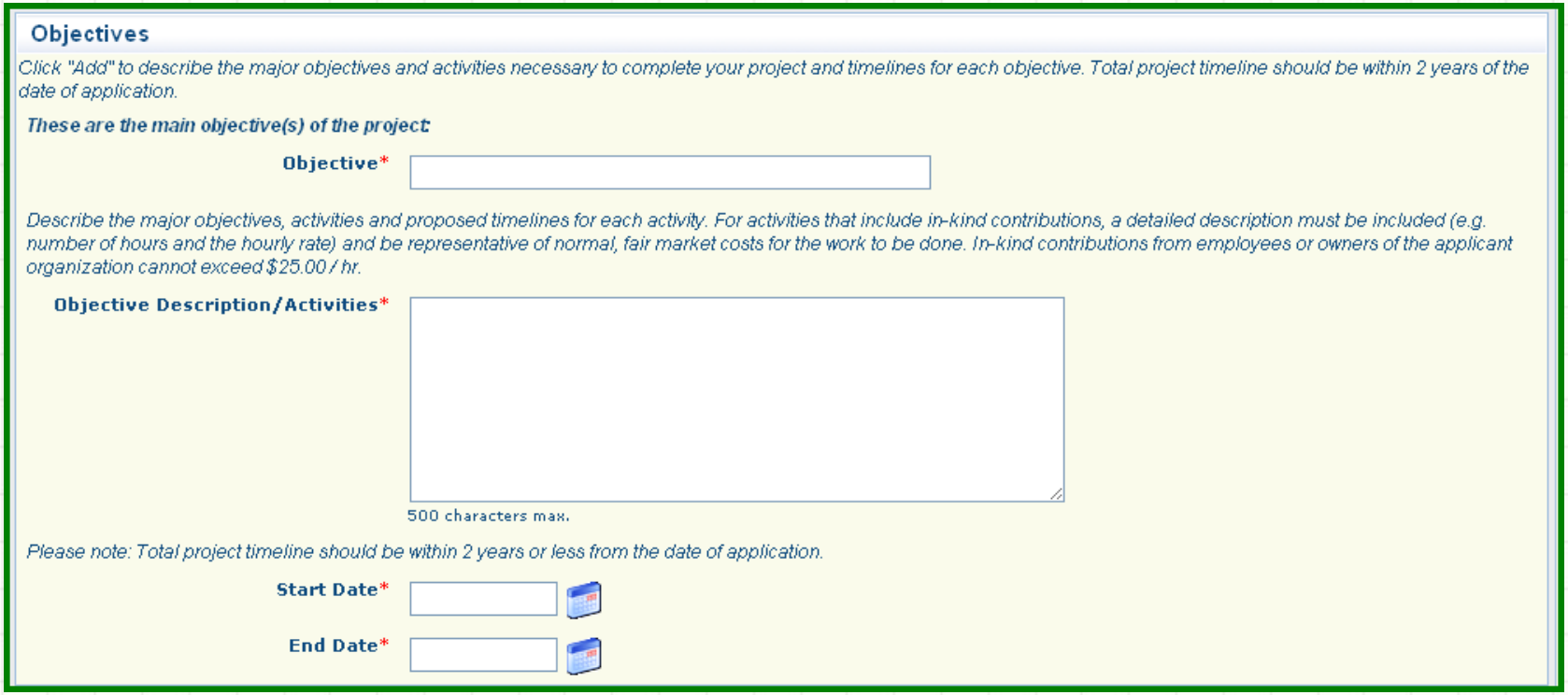
Objectives Form

- Click “+Add” for data entry form to appear



Objectives Form(continued)

- Enter objective such as “Build Facility” or “Purchase Equipment”
- Detailed description
- Timeline – should be within 2 years of date of application



Objectives

Click "Add" to describe the major objectives and activities necessary to complete your project and timelines for each objective. Total project timeline should be within 2 years of the date of application.

These are the main objective(s) of the project:

Objective*

Describe the major objectives, activities and proposed timelines for each activity. For activities that include in-kind contributions, a detailed description must be included (e.g. number of hours and the hourly rate) and be representative of normal, fair market costs for the work to be done. In-kind contributions from employees or owners of the applicant organization cannot exceed $25.00 / hr.

Objective Description/Activities*

500 characters max.

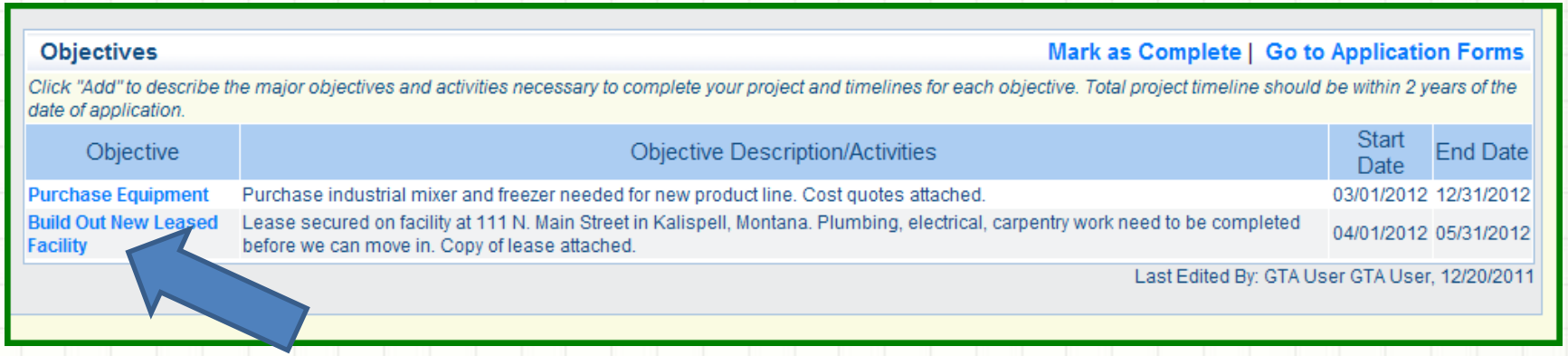
Please note: Total project timeline should be within 2 years or less from the date of application.

Start Date*

End Date*

Objectives (continued)

- Keep Objectives brief – just a few words
- Add detail to “Objective Description/Activities” &Brief Project Summary



Objectives Mark as Complete | Go to Application Forms

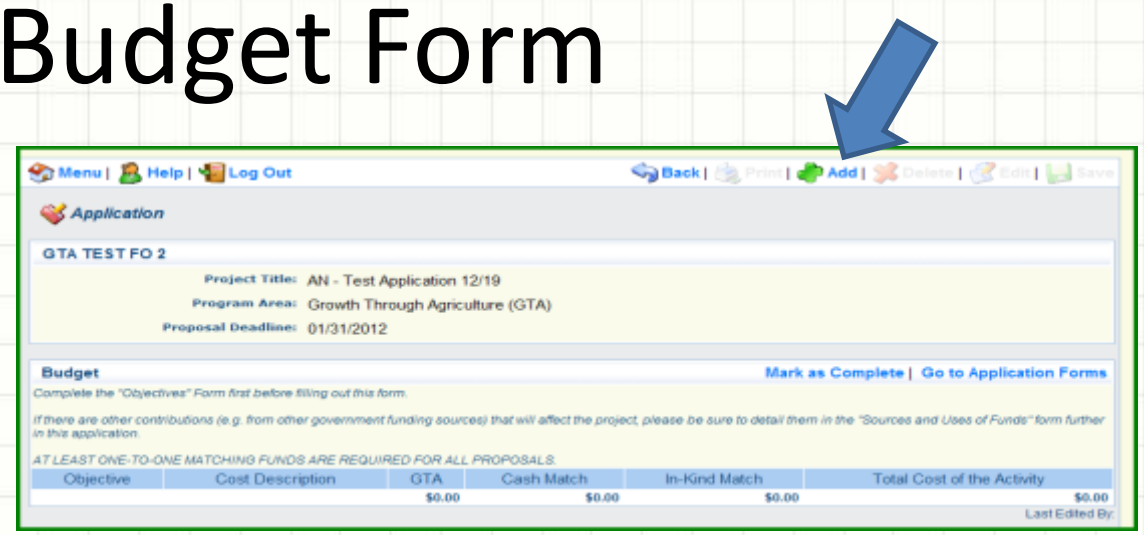
Click "Add" to describe the major objectives and activities necessary to complete your project and timelines for each objective. Total project timeline should be within 2 years of the date of application.

Objective	Objective Description/Activities	Start Date	End Date
Purchase Equipment	Purchase industrial mixer and freezer needed for new product line. Cost quotes attached.	03/01/2012	12/31/2012
Build Out New Leased Facility	Lease secured on facility at 111 N. Main Street in Kalispell, Montana. Plumbing, electrical, carpentry work need to be completed before we can move in. Copy of lease attached.	04/01/2012	05/31/2012

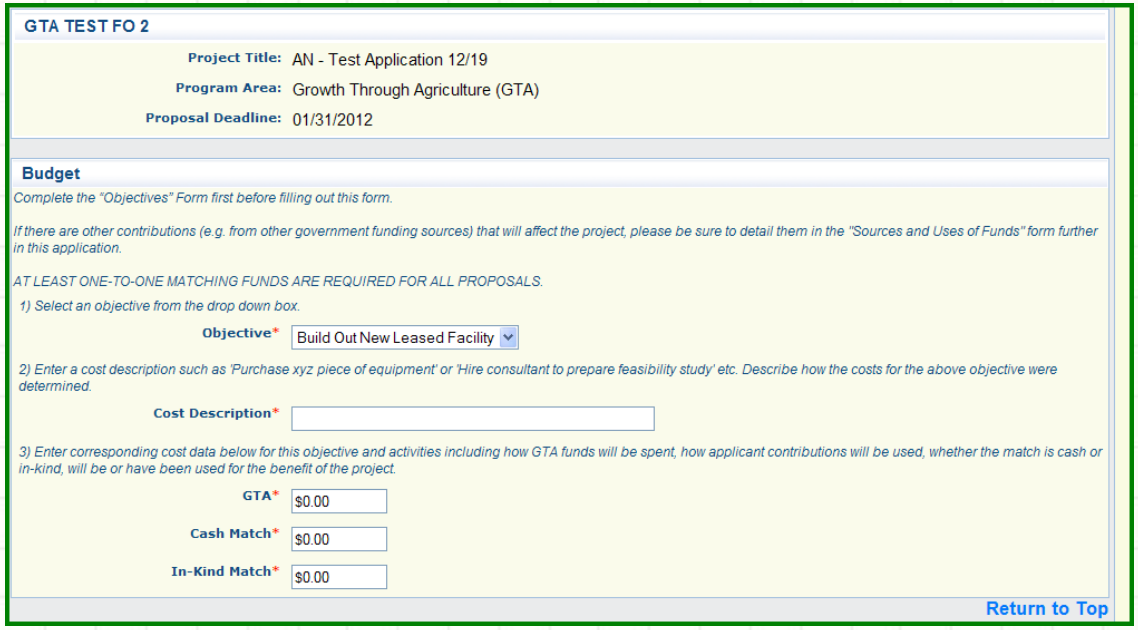
Last Edited By: GTA User GTA User, 12/20/2011

- To edit objectives after save, click on objective name in BLUE

Budget Form



- Must complete Objectives Form 1st
- Click "+Add"
- Edit screen appears
- First field is a drop down box with the objectives created on objectives form
- List each cost separately



Budget Form Example 1

Budget Mark as Complete | Go to Application Forms

Complete the "Objectives" Form first before filling out this form.

If there are other contributions (e.g. from other government funding sources) that will affect the project, please be sure to detail them in the "Sources and Uses of Funds" form further in this application.

AT LEAST ONE-TO-ONE MATCHING FUNDS ARE REQUIRED FOR ALL PROPOSALS.

Objective	Cost Description	GTA	Cash Match	In-Kind Match	Total Cost of the Activity
Build Out New Leased Facility	Plumbing	$0.00	$5,000.00	$0.00	$5,000.00
Build Out New Leased Facility	Electrical Work	$0.00	$5,000.00	$0.00	$5,000.00
Purchase Equipment	Purchase Walk-in Freezer	$10,000.00	$0.00	$0.00	$10,000.00
		$10,000.00	**$10,000.00**	**$0.00**	**$20,000.00**

Last Edited By: GTA User GTA User, 12/20/2011

- If funded, objectives and cost descriptions will carry over to the status report, payment request and contract budget forms
- To edit budget, click on objective name
- To delete an objective in this screen after it has been saved, click on the "xDelete" button on upper right

Budget Form Example 2 – In-kind

Budget Mark as Complete | Go to Application Forms

Complete the "Objectives" Form first before filling out this form.

If there are other contributions (e.g. from other government funding sources) that will affect the project, please be sure to detail them in the "Sources and Uses of Funds" form further in this application.

AT LEAST ONE-TO-ONE MATCHING FUNDS ARE REQUIRED FOR ALL PROPOSALS.

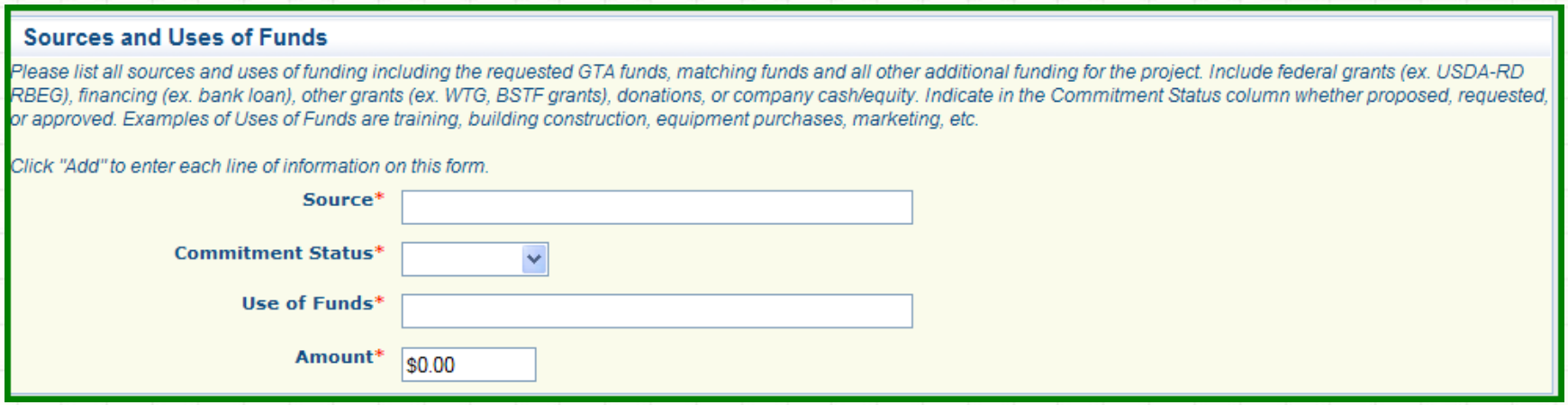
Objective	Cost Description	GTA	Cash Match	In-Kind Match	Total Cost of the Activity
Build Out New Leased Facility	Plumbing	$0.00	$5,000.00	$0.00	$5,000.00
Build Out New Leased Facility	Electrical Work	$0.00	$5,000.00	$0.00	$5,000.00
Purchase Equipment	Purchase Walk-in Freezer	$10,000.00	$0.00	$0.00	$10,000.00
Build Out New Leased Facility	Carpentry - Owner John Doe - 100 hrs * $15/hr = $1,500	$0.00	$0.00	$1,500.00	$1,500.00
		$10,000.00	**$10,000.00**	**$1,500.00**	**$21,500.00**

- In-kind contributions - should be calculated at the actual market price of services rendered
- No more than $25.00 per hour
- List name of individual contributing in-kind
- Estimated number of hours to complete work
- Double check totals

Sources and Uses of Funds Form

- Click “+Add”
- Enter “GTA” 1st as “Requested” source
- Enter each additional source of funds
- Include other state grants such as BSTF, WTG, etc.
- Other state grant funds do not count towards match requirement, but can demonstrate project viability

Sources and Uses of Funds Form (continued)



- Enter name of Source of Funds
- Select “Commitment Status” from drop down box
  - Proposed, Requested or Approved
- Briefly describe “Use of Funds”
- Be brief, add details to Brief Project Summary Form if necessary
- Attach copies of any commitment letters

Sources and Uses of Funds Form - Example

Sources and Uses of Funds Mark as Complete | Go to Application Forms

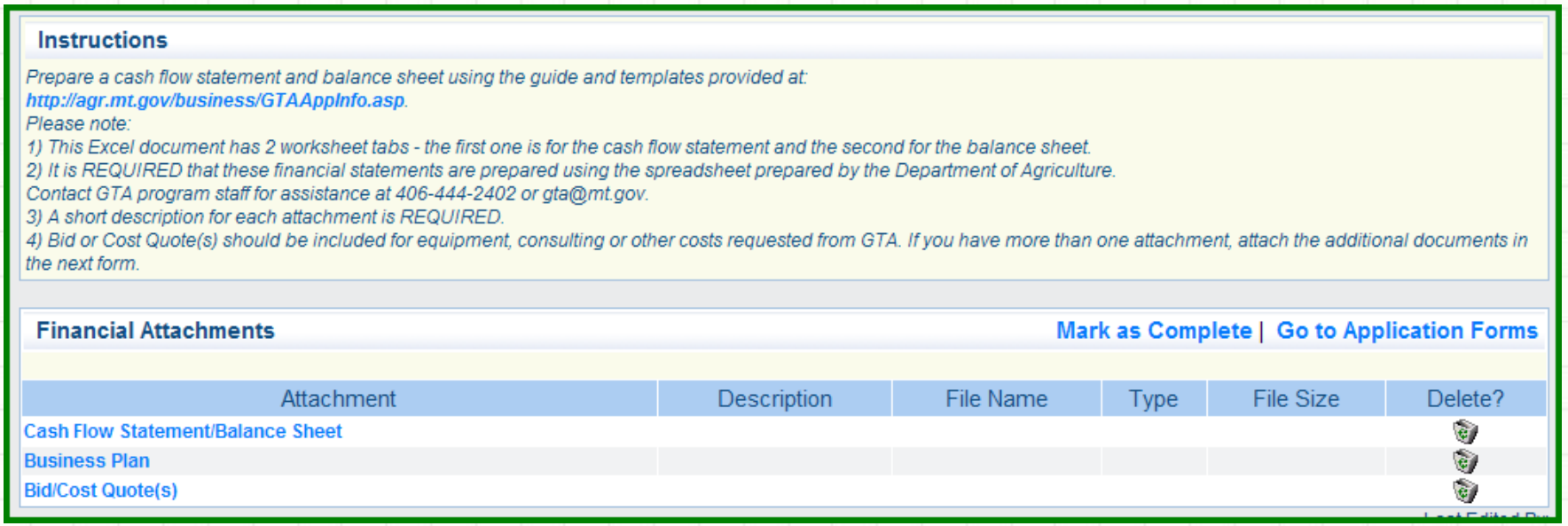
Please list all sources and uses of funding including the requested GTA funds, matching funds and all other additional funding for the project. Include federal grants (ex. USDA-RD RBEG), financing (ex. bank loan), other grants (ex. WTG, BSTF grants), donations, or company cash/equity. Indicate in the Commitment Status column whether proposed, requested, or approved. Examples of Uses of Funds are training, building construction, equipment purchases, marketing, etc.

Click "Add" to enter each line of information on this form.

Source	Commitment Status	Use of Funds	Amount
GTA	Requested	Equipment - Freezer	$10,000.00
Bank Loan - 1st Bank of Anytown, MT	Approved	Facility Build-out	$20,000.00
BSTF	Requested	Architectural / Engineering	$25,000.00
			$55,000.00

- Provides a snapshot of where all the funding for the project is coming from and going to
- GTA (Growth Through Agriculture)
- Bank Loan – Name of bank listed – copy of commitment letter should be attached
- BSTF – (Big Sky Economic Development Trust Fund) - Requested status indicates an application has been submitted

Financial Attachments Form



Instructions

Prepare a cash flow statement and balance sheet using the guide and templates provided at:
http://agr.mt.gov/business/GTAAppInfo.asp.
Please note:
1) This Excel document has 2 worksheet tabs - the first one is for the cash flow statement and the second for the balance sheet.
2) It is REQUIRED that these financial statements are prepared using the spreadsheet prepared by the Department of Agriculture.
Contact GTA program staff for assistance at 406-444-2402 or gta@mt.gov.
3) A short description for each attachment is REQUIRED.
4) Bid or Cost Quote(s) should be included for equipment, consulting or other costs requested from GTA. If you have more than one attachment, attach the additional documents in the next form.

Financial Attachments — **Mark as Complete** | **Go to Application Forms**

Attachment	Description	File Name	Type	File Size	Delete?
Cash Flow Statement/Balance Sheet					
Business Plan					
Bid/Cost Quote(s)					

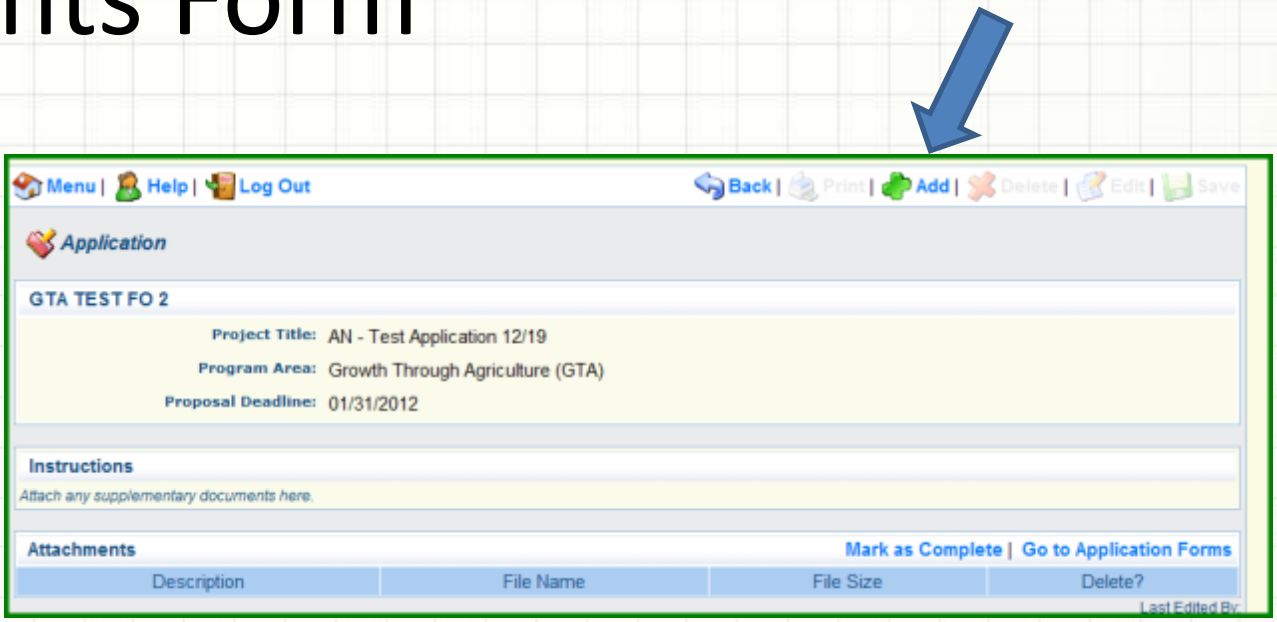
- Use GTA cash flow statement and balance sheet template
- Other formats will not be accepted
- Click on link – will take you to GTA web page with templates
- Select the appropriate template
  - "Existing Business Form" or
  - "Start-up Business Form"
- Guide and Sample provided on GTA website

Financial Attachments Form (continued)

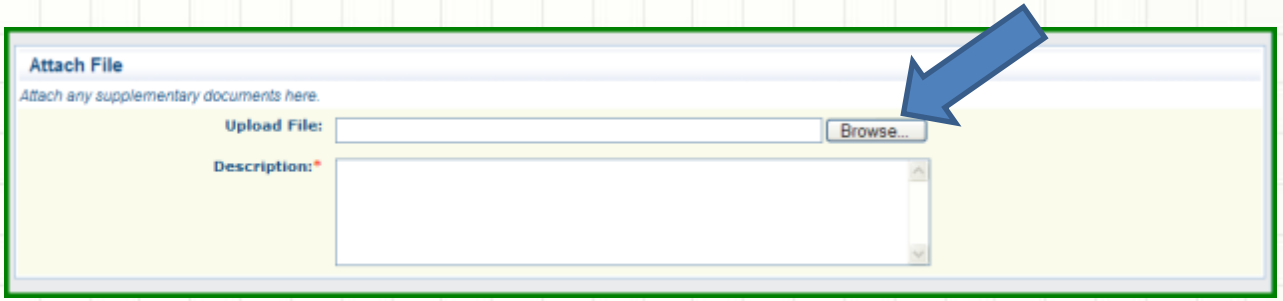
- If you need assistance, contact your local SBDC, FADC or GTA staff
- Attach copy of business plan
- Attach bid or cost quote
- Multiple attachments?
  - Scan or merge to create a single pdf document, or
  - Attach additional attachments in next form “Attachments Form”

Attachments Form

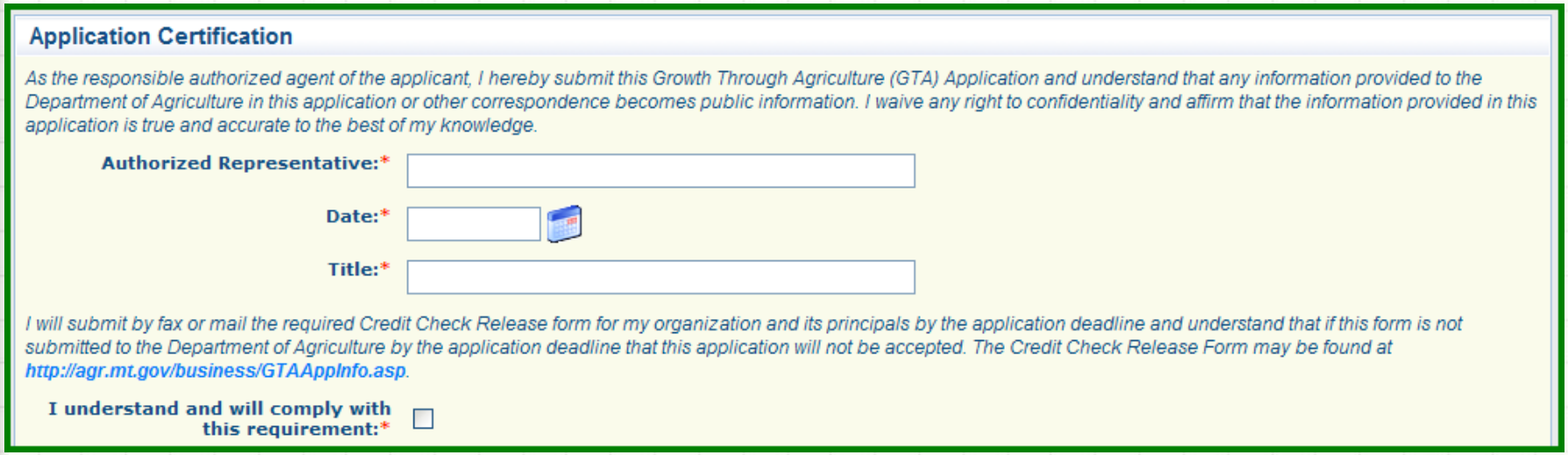
- Click “+Add”
- No limit of
- Attach other items, additional cost quotes
- Letters of support
- Pictures, maps, tribal resolution



- Click “Browse”
- Must enter a Description



Application Certification Form



Application Certification

As the responsible authorized agent of the applicant, I hereby submit this Growth Through Agriculture (GTA) Application and understand that any information provided to the Department of Agriculture in this application or other correspondence becomes public information. I waive any right to confidentiality and affirm that the information provided in this application is true and accurate to the best of my knowledge.

Authorized Representative:*

Date:*

Title:*

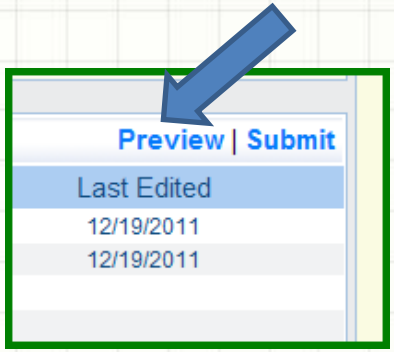
I will submit by fax or mail the required Credit Check Release form for my organization and its principals by the application deadline and understand that if this form is not submitted to the Department of Agriculture by the application deadline that this application will not be accepted. The Credit Check Release Form may be found at http://agr.mt.gov/business/GTAAppInfo.asp.

I understand and will comply with this requirement:*

- Enter name of Authorized Representative that is submitting the application
- Call staff if you need help registering an additional person to complete this page
- Credit Check Release Form must be RECEIVED by mail or fax by deadline (1/31)
- Send Credit Check Release with draft application, must be received <u>before</u> final deadline

Final Items to Note

- Applications from a Tribal Government or to assist a Tribally owned business should include a Tribal Resolution
  - Attach scanned copy, fax or mail
- Select “Preview” to view entire application together



- Click “Print to PDF” to save application or print for your records

To Submit Your Application

- Select “Mark as Complete” on each form
- Click on “Submit” – will receive confirmation email
- Once submitted, you will not be able to make any changes
- **Draft deadline: January 6th**
- Staff will review & provide feedback
  - Staff will unlock some or all sections for final editing
  - After editing, must select “Submit” again by final deadline
- **Final deadline: January 31, 2012**

Resources

Growth Through Agriculture website:
http://www.agr.mt.gov/business/GTA.asp

Program Backgrounds:

Please reference the Growth Through Agriculture Category I: Economic Development Projects and/or Category II: Mini-Grant program backgrounds for further information on the eligible activities and requirements for funding under this program. Please contact program staff for additional guidance and funding availability before submitting a formal application.

QUESTIONS?

Agriculture Marketing and Business Development Bureau Staff

Collin Watters *Bureau Chief*
Overall marketing, business development and oversight

Angie Nelson
Growth Through Agriculture Program Manager
Growth Through Agriculture program administration

Chad Lee
Business Development Officer
Business Assistance

Nancy Matheson
Special Projects Coordinator
Special project development and implementation

Linda Howard
Marketing Officer
International agricultural product marketing

Marty Earnheart
Marketing Officer
Meats & livestock marketing

Angelyn DeYoung
Marketing Officer
Domestic agricultural product marketing

Lindra Davies
Marketing Technician
Growth Through Agriculture program/marketing coordination

Program Contact

Angie Nelson, GTA Program Manager
gta@mt.gov
(406) 444-2402

THANK YOU!

MONTANA Department of AGRICULTURE